

California Department of Forestry and Fire Protection

ADMINISTRATIVE AIRCRAFT USE WORKSHEET (8300)

(No. 3 November 2002)

State Administrative Manual section 0748 states that agency aircraft may be used for transportation when such use is the least costly method. Consideration of specific decision criteria must be documented for each such flight.

This worksheet will aid in determining whether or not use of CDF administrative aircraft is cost-effective. Complete this worksheet prior to requesting use of administrative aircraft, and submit it to the Deputy Director for Fire Protection at least 24 hours before requested flight time.

1. Proposed dates and times of use: _____

SELECTION CRITERIA:

2. Costs	Commercial travel	CDF aircraft
Total cost of personnel hours lost in travel, including passengers and CDF pilots *		
Airline flight cost		XXXXXXXXXXXXXX
Rental car cost		
State vehicle operating cost @ .34/mi.		
Other per diem costs		
CDF aircraft flight cost	XXXXXXXXXXXXXX	
TOTAL		

* do not count time spent actually working while waiting in terminals or in flight.

3. Would one-way driving time exceed 2 hours? Yes___ No___

4. Urgency of trip:

5. Accessibility problem with destination:

6. Scheduling demands and limitations:

7. Dates and Itinerary of requested flight(s):

8. Purpose of trip:

9. Passengers:

Name	Title	Organization

Requestor name (print): _____ **date:** _____ **time:** _____

Supervisor Approval: _____ **date:** _____ **time:** _____

Executive Approval: _____ **date:** _____ **time:** _____

(CDF Director, Chief Deputy Director, Deputy Director for Fire Protection, or Assistant Deputy Director for Fire Protection)

CALCULATING PERSONNEL COSTS

Use this table to calculate personnel costs for Block 2: Costs. If a class title is not listed below, divide the monthly gross salary by 173.2 to arrive at the current hourly rate. Pilot classifications are indicated following the class title.

<u>CLASS TITLE</u>	<u>HRLY RATE /40 HR WK-(Sept. 2002)</u>
Air Operations Officer I (Maint)	\$30.99
Air Operations Officer II (<i>pilot or Maint</i>)	34.03
Air Operations Officer III (<i>pilot or Maint</i>)	37.47
Arson & Bomb Investigator	29.48
Asst. Deputy Director	48.66
Asst. Civil Engineer	26.25
Assoc. Civil Engineer	32.52
Assoc. Electrical Engineer	30.94
Assoc. Governmental Program Analyst	27.46
Assoc. Info. Systems Analyst (Spec)	28.83
Assoc. Management Auditor	28.83
Battalion Chief	31.02
Business Service Asst. (Spec)	19.04
Bus. Service Officer (Spec)	22.83
Bus. Service Officer III	28.63
Chief Deputy Director	54.16
Deputy Chief	39.19
Deputy Director	53.64
Deputy State Fire Marshal	26.82
Deputy State Fire Marshal III (Spec)	32.41
Director	59.26
Division Chief	38.46
Division Chief (CA SFM Office)	35.91
Electrician II	24.84
Electrician Supervisor	26.01
Forester I (Nonsup)	31.00
Forester II (Sup)	36.63
Forester III	39.19
Forestry & Fire Prot. Administrator	40.15
Forestry Constr. & Maint. Supervisor	26.65
Forestry Equipment Manager I	30.41
Forestry Equipment Manager II	32.30
Forestry Pilot (Helicopter)	34.93
Labor Relations Analyst	27.47
Labor Relations Specialist	31.46
Legal Counsel	26.63
Senior Air Operations Officer (<i>pilot</i>)	40.15
Senior Arson & Bomb Investigator	32.43
Senior Forestry Equipment Manager	36.42
Staff Services Manager I	31.46
Staff Services Manager II (Sup)	34.54
Staff Services Manager III	38.37
Telecommunications Sys. Mgr II (Man)	33.28
Telecommunications Sys. Analyst I	22.83
Telecommunications Sys. Analyst II	27.46
Telecommunications Sys. Mgr I (Spec)	30.16
Unit Chief	40.15

COST OF ROUND TRIP FLIGHTS FROM SACRAMENTO *

Destination	Total Round Trip Time	CDF Baron @ \$202/hr.	CDF King Air @ \$722/hr.	Commercial Airline Rate
Alturas	2.2	\$444	\$1588	
Arcata (Eureka)	2.4	\$485	\$1733	\$125
Bakersfield	2.6	\$525	\$1877	\$91
Burbank	4	\$808	\$2888	\$84
Camarillo	3.4	\$687	\$2455	
Chico	1.4	\$283	\$1011	
Columbia	.6	\$121	\$433	
Crescent City	2.5	\$505	\$1805	\$107
El Centro (Imperial)	5	\$1010	\$3610	\$115
Eureka (Arcata)	2.4	\$485	\$1733	\$125
Fortuna	2.2	\$444	\$1589	
Fresno	1.5	\$303	\$1083	\$121
Grass Valley	.5	\$101	\$361	
Hemet	4.4	\$889	\$3176	
Hollister	1.2	\$242	\$866	
Imperial (El Centro)	5	\$1010	\$3610	\$115
Los Angeles	3.6	\$727	\$2599	\$45
Monterey	1.5	\$303	\$1983	\$95
Ontario	3.8	\$768	\$2744	\$84
Orange County (Santa Ana)	4.4	\$889	\$3177	\$147
Oxnard	3.4	\$687	\$2455	\$119
Palm Springs	4.4	\$889	\$3177	\$139
Paso Robles	2.2	\$444	\$1589	
Porterville	2.3	\$465	\$1661	
Ramona	4.6	\$929	\$3321	
Redding	1.6	\$323	\$1155	
San Diego	5	\$1010	\$3610	\$84
San Jose	.8	\$162	\$578	
San Francisco	1.2	\$242	\$866	\$109
San Luis Obispo	2.7	\$545	\$1949	\$83
Santa Ana (Orange County)	4.4	\$889	\$3177	\$147
Santa Barbara	3	\$606	\$2166	\$120
Santa Maria	2.8	\$566	\$2022	\$143
Santa Rosa	.8	\$162	\$578	
Susanville	1.5	\$303	\$1083	
Siskyou	2.4	\$489	\$1733	
Lake Tahoe	.7	\$141	\$505	
Ukiah	1	\$202	\$722	

Costs based on Conklin & deDecker industry standard rates. Flight times are without headwinds or tailwinds. Commercial rates are per seat.

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